

ST. JOSEPH'S PRIMARY SCHOOL JUNEE

# ENROLMENT POLICY



**Written:** March 2018

**Date to be reviewed:** March 2019

Our school, St Joseph's, is Christ centred, guided by its motto "Christ Our Way". All school community members endeavour to facilitate each child's journey by being dynamic in direction and strong in service.

In being Christ Centred we will:

- Build the Kingdom of God through our personal relationship with Jesus by providing an atmosphere that encompasses prayer and reverence amongst staff and students.
- Ensure that the children have an understanding of the Gospel values to develop a faith based relationship with Jesus.
- Develop knowledge, beliefs and practices of the Catholic faith through prayer, liturgy and the teaching of our Religious Education and Sacramental Programs.

In being Dynamic in Direction, we will:

- Provide a holistic education that develops an ongoing love of learning by incorporating innovative and enriching teaching and learning activities into our teaching practice to meet the changing needs of our world.
- Encourage students and teachers to strive for excellence by fostering and supporting them to make the best possible use of their individual gifts and talents.
- Affirm the dignity of the individual and cater for each student's and family's needs by honouring differences in abilities, cultures and interests while respecting each person's journey.

In being Strong in Service, we will:

- Give each student an education that is professional, current, relevant and integrated, by staff who are committed to lifelong learning.
- Provide leadership that models service to others by being active members of the parish, school and local communities.
- Offer each student the opportunity to develop leadership qualities that will serve them and their community, now and in the future.
- Ensure that discipline is just and fair so that it nurtures strong values and morals that promote self-responsibility and good citizenship.

St Joseph's Primary School adopts the following policies and procedures from the Catholic Schools Office Wagga Wagga (which are all accessible on Schools Web):

- [Enrolment Policy](#)
- [Enrolment Procedures](#)
- [Collection of Student Attendance Information](#)
- [Acknowledgement by Parent seeking admission of a child whose fifth birthday falls between 1 June and 31 July](#)
- [Enrolment Information Collection Advice](#)

## **RATIONALE**

The Catholic School is a community whose mission is to provide its members with an education which takes place in an environment formed by Gospel values and the authentic teachings of the Church. All members of St Joseph's community have a duty to work towards the achievement of this.

The Principal is responsible for enrolments, in accordance with the CSO Enrolment Policy for Diocesan Systemic Schools.

### **Continuing Enrolment:**

Enrolment at this school is continuing. Deep consideration is given to students continuing enrolment if their behavior warrants suspension or expulsion. This is not done lightly and is done in consultation with the Parents/Carers, Parish Priest and School Consultant. Parents must accept and support the codes of conduct, attendance policy and the behavior codes at interview, and be made aware of consequences if these are not adhered to.

### **School Fees:**

It is expected that fees be paid regularly and this is discussed at interview. At no time will a student be excluded for this school if fees are not paid. Direct deposit is the preferred method for fee payment. Parents who are struggling to pay fees will be asked to commit to a minimum weekly requirement of \$5.00 to show they are committed to alleviating their debt. Debt collection will be put in place to retrieve fees owing if it is considered practical and if the family leaves the school.

### **Priorities for Selection:**

- Catholics from within the Parish of St Joseph's Junee
- Siblings of students already enrolled at the school
- Catholics outside the Parish
- Non-Catholic students in agreement with Catholic ethos

### **Enrolment Procedure**

- Children commencing Kindergarten should be at least five years of age by 30<sup>th</sup> May in the year that they commence Kindergarten. It is a strong recommendation that children turn five in the year prior to enrolment. Variations from this guideline must be discussed with the Principal and comply with school policy on flexible and accelerated progression.
- Parents/Guardians must sign the form that acknowledges the seeking of admission for a child whose birthday falls between June 1 and July 31.
- Enrolment applications must be completed on the official 'Application for Enrolment' form and lodged at the school by the said date. All relevant documents, as per the enrolment form at the time of lodgement must accompany the enrolment form.
- Parents with their prospective child, may be invited to attend an interview with the Principal of the school to assess the readiness of the child.
- Parents are notified verbally of their child's acceptance at the school. This is followed up by a letter.

- Education of a child in a Catholic School requires commitment of parents to the payment of the Term School Fee Account.
- No child will be denied placement in our school because of the inability to pay the term account. Personal circumstances and commitment in principle and practice to the life of the school and Parish will be of primary consideration in confidentially determining (with the Principal) an agreed strategy for the payment of any debt.
- In accepting enrolment, parents are strongly urged to participate to the best of their ability in the social and fundraising activities of the school.
- Families with children who have additional / learning needs are required to inform the Principal at the time of application for enrolment. This is so that the necessary support structures can be put in place to ascertain the best strategies to support children to meet educational goals.

### **Disability Discrimination Act 1992**

This Act states that the only justifiable defence for refusing the admission of a student with disabilities is if the applicant, if admitted, “would require services of facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardships on the education authority.” The document states that “it is vital to realize that this defence of unjustifiable hardship is only available to schools at the point of admission. Once the disabled student has been admitted this defence is not available.”

It is therefore important to ascertain that the Diocese will be able to provide adequate support for the integration student. If there is some doubt about the school’s ability to cater adequately for an integrated child, then this should be discussed with the relevant school and Diocesan staff and an ascertainment meeting organized.

### **Readiness for School**

In cases where there is uncertainty on readiness for school either because of age (May/June/July birthdays) or additional/learning needs:

- Contact is made with the pre-school regarding readiness for school
- Children are observed at pre-school by Learning/Teaching officer and/or Kinder teachers and/or Principal
- Discussion with pre-school teacher is undertaken
- Another meeting with parents and all parties concerned
- Ongoing consultation with C.S.O. Education Officer

### **School Open Day.**

This is held halfway through term 3. Prospective families are invited to the school, through the Newsletter and Social Media to attend the school for an Open Day. Families are given an enrolment pack which includes all information they need for enrolment, and enrolment form and information about the school.

### **Kindergarten Interview.**

An interview time is scheduled for the parent/child to meet with the Principal later in term 3. The Principal can chat with the parent/child and ascertain if there are any special circumstances that need addressing, get a “feel” for the readiness of the child and answer any questions or concerns.

### **Orientation to School.**

Prospective Kindergarten students attend school for a full Friday from weeks 2 to 6 in term 4. This gives the prospective kindergartens a chance to become familiar with school and its routines.